



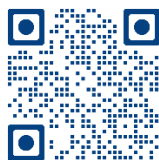
# Application Prep Document

## Helping Hands Grant

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Use this document to gather the info you will need for the online Helping Hands Grant application. When you're ready, you can access the online application system in two ways (the eligibility criteria is available to review here as well):

- While logged onto the EPCOR network, visit [epcorweb/volunteering](http://epcorweb/volunteering). On the left menu, click on Helping Hands Grant.
- With your personal device or EPCOR device, scan the QR code.



### About you

name, email, phone, employee number

### About the organization to receive the grant

Organization name	
Registration number*	
Mailing address**	
Contact person***	name, title, email, phone

#### \*Registration number

- The registration number for a charity is available in the CRA database. Search "CRA find a charity" to access the database.
- The registration number for a non-profit organization is available directly from the organization, sometimes on their website, or by contacting them directly.

#### \*\*Mailing address

- Ensure this is accurate so the cheque does not get lost in the mail!

#### \*\*\*Contact person

- This is the person to whom correspondence about the grant will be emailed. Ensure the email address is accurate.

## Optional

You can direct the cheque to a specific branch or department of the parent organization. For example, sport teams typically have their own account under their team name.

- This is the name that will appear on the cheque, so ensure it matches the exact bank account information.
- If you enter an alternative mailing address, the cheque will be sent here – ensure the address is accurate! If you do not enter an alternative mailing address, the cheque will be sent to the parent organization's address.

Department / branch name	
Department / branch mailing address	

## About your volunteer hours

For each organization you volunteer with, please enter the following information. Hours must add up to a minimum of 30 and be completed in the current calendar year, prior to applying for the grant.

Organization name	Brief description of volunteer work	# hours

## Questions

community@epcor.com